



ANNOUNCEMENT FOR OPEN TESTING ACTUARY

Final Filing Date: **September 24, 2004**
Bulletin Release Date: July 27, 2004

LP20 -5409 4HA49



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below, or visit the Actuary examination website at <http://www.dhs.ca.gov/jobs/html/actuary.htm>. Applications may be filed in person or by mail at:

DEPARTMENT OF HEALTH SERVICES (916) 552-8270
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications must be submitted by **September 24, 2004**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$6015 - \$7964 per month.

POSITION DESCRIPTION: Under the direction of the Staff Services Manager I, the Actuary serves as the Department of Health Services' expert in the development and use of sound actuarial methods of establishing capitation rates and related contractual reimbursement provision for Prepaid Health Plan's and other prepaid health care service organizations. The Actuary oversees and directs the technical work of the Capitation Projects team, and performs the most difficult or sensitive work. The Actuary also provides technical guidance to staff.

Positions exist with the Department of Health Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **September 24, 2004**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Experience: Three years of experience in a responsible actuarial position in a life or casualty insurance company, in consulting actuarial practice, or in a comparable actuarial position in a governmental agency. **And**

Education: Either

1. Equivalent to graduation from college preferably with specialization in mathematics, insurance and accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **or**
2. Possession of an associateship or fellowship in the Society of Actuaries or the Casualty Actuarial Society; **or**
3. Membership in the American Academy of Actuaries.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of training and experience weighted 100 percent. The training and experience questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All successful candidates will be ranked according to their final scores. Names of successful competitors are merged into the open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI From TDD: 1-800-735-2929	MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378	Sprint From Voice Telephone: 1-888-877-5379